



6th June 2022

Dear Parents and Carers,

RE: Berlin Trip 2nd - 5th April 2023

Thank you for paying the deposit of £150 for the Berlin trip. The deposits have now been paid to the travel company, NST.

The next payment of £150 should be made by 8th July 2022 .The final payment f of £325 should be paid by the 16th January 2023.

The money needs to be paid via Scopay.

Cancellation Charges:

If you decide to cancel your child's place on the trip the following will apply:-

Cancellation any time after booking= forfeit all deposit paid

Cancellation 70-29 days before departure= forfeit 60% of the tour cost

Cancellation 28-15 days before departure= forfeit 80% of the tour cost

Cancellation 14 days or less before departure= forfeit 100% of the tour cost.

Cancelling seats on your flight

It is important that you are aware that the charges for cancelling seats on flights differ from-and override- the standard cancellation charges shown above. There is an additional £125 charge for any cancellation to cover costs which have been paid to the airline.

Name changes

Once names have been submitted to the airline, amendments to any passenger name will incur a fee depending on the airline's individual policy.

Passport and Visa requirements

All pupils going on the trip must have their own valid, individual passport. The passport must be:-

- Less than 10 years old on the day you enter Berlin(check the 'date of issue')
- Valid for at least 6 months after the day you plan to leave (check the expiry date)

Children of non-EEC nationality may also have to obtain a visa.



Please ensure that you apply for a new passport in plenty of time, should your child need a new passport. There are long delays in obtaining a new passport at the moment; unfortunately you would lose monies paid for the trip should your child be unable to travel because their passport had not been obtained in time.

I will need a photocopy of your child's passport by the end of January 2023.

EHIC/ GHIC

Your child will need one of the cards below: _

If your child already holds a valid EHIC (European Health Insurance Card), it is valid for travel until it expires.

The new GHIC card is free to obtain from the official website and should be applied for at least 4 weeks before travel:

[https:// www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/](https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/)

Insurance

Your package includes travel insurance which provides cover for medical expenses (Please remember that a £50.00 excess applies and that any pre-existing conditions must be declared as outlined in the policy document).

Visit [https:// www.nstgroup.co.uk/insurance](https://www.nstgroup.co.uk/insurance) -cover

Vaccinations

From 1st March 2022, Germany's entry requirements are as follows:

Entry Regs	Germany
Vaccinated 18+	Entry Permitted with double jab or single + recovery certificate (lateral flow test may be required for some visits / restaurants if no booster jab)
Vaccinated 16 - 17	Entry Permitted (lateral flow test may be required for some visits / restaurants)
Vaccinated 12 - 15	Entry Permitted (lateral flow test may be required for some visits / restaurants)
Under 12's	Entry only with a parent for essential reason plus quarantine
Unvaccinated 18+	Entry denied
Unvaccinated 16 - 17	Entry denied
Unvaccinated 12 - 15	Entry denied

Further information can be found here:-

<https://www.gov.uk/foreign-travel-advice/germany/entry-requirements#entry-rules-in-response-to-coronavirus-covid-19>

These regulations may be subject to change in the future. It is the responsibility of parents/guardians to ensure that their child meets the entry requirements for Germany at the time of departure. Failure to do so, would result in forfeiting the cost of the trip.

Yours faithfully,

Mrs K. Lewis

(Head of Humanities)